

INFORMATION PAPER

SUBJECT: Commercial Solicitation Activities

1. Purpose. To provide information on the rules governing commercial solicitation on Army installations in Hawaii.

2. **Facts.**

a. Individuals desiring to earn money for themselves or their organization on an Army installation in Hawaii should be aware of the rules pertaining to commercial solicitation activities. Commanders should also be aware of the rules, as they often are asked to concur with a request to conduct such activities.

b. **Commercial Solicitation.** Examples include, but are not limited to, shows or parties in quarters selling clothing, network marketing activities, or selling cosmetics or household supplies. AR 210-7 regulates the activities of individuals who conduct commercial solicitation on Army installations in Hawaii. USAG-HI Suppl 1 to AR210-7, para 2-8f(10) prohibits active duty personnel from conducting any type of personal commercial solicitation on Army installations in Hawaii. Family members may not conduct commercial solicitation on Army installations in Hawaii until the Oahu Base Support Battalion Commercial Solicitation Office (OBSB) (655-3921) grants written approval.

c. **Procedures.** A family member must take the following steps to obtain authorization to conduct commercial solicitation on Army installations in Hawaii.

(1) The soldiers must write and sign a letter, on behalf of the family member, requesting authority for the activity from their battalion commander. List the company being represented, description of the business activity, the requester's name, sponsor's name, rank, social security number, address and telephone number in the request.

(2) Submit the letter, with battalion commander endorsement, to the Fort Shafter or Schofield Barracks housing office, if the business activity will be operated from Government quarters. The appropriate housing office will forward the letter to OBSB for disposition.

(3) Applicants must obtain documents indicating they have complied with all Hawaii licensing requirements to conduct a business in the state. At a minimum, applicants should obtain a Hawaii general excise license.

(4) Applicants may then proceed to the OBSB with documents, to apply for a commercial solicitation permit.

d. **Use of Government Quarters for Commercial Solicitation Activities.** AR 210-50, 3-26, provides that Government housing may be used for commercial endeavors with written approval of the installation commander. No modification will be made to Government quarters without Housing Office approval. Request will be processed through the applicant's battalion commander to the Housing Office. A commercial solicitation permit is also required of AR 210-7 if commercial solicitation will be conducted.

e. The above information should be disseminated to subordinate commanders and used to alert soldiers and family members to the need to seek proper authority and direction prior to engaging in commercial solicitation on post.

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Released by_____